

DELPHI Skills Assessment for PO DELPHI Controller

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		Proficiency						
Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Quality Control								
Ensure the contents of all purchasing files are correct								
Provide assistance and support for solving problems								
Management								
Verify approval groups and assignments have been entered into the database								
Verify all employees have necessary Roles and Responsibilities to perform assigned tasks								
Verify the PO Accounting Technician has entered purge data								
Verify lookup codes have been entered into the database								
Verify jobs and work choices have been entered into the database								
Verify category codes have been entered into the database								
Purchase Orders								
Import Purchase Orders from External Systems								
Generate Purchase Orders								
Print Purchase Orders								
Mail Purchase Orders								
Review Purchase Order Change Request Forms and Receiving Referrals								
Enter Purchase Order Changes								
Print Updated Purchase Orders								
Distribute Updated Purchase Orders								
Review price corrections								
Review cancelled purchase orders								
Approve Purchase Orders								
Employee Records								
Review new employee paperwork								
Review employee database								
Update the Employee Database								
Forward new employee paperwork for data entry								

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		Proficiency						
Requisitions								
Approve Purchase Requisitions								
Submit Purchase Requisitions								
Generate Requisitions								
Review requisition amounts for funds tracking purposes								
Import Requisitions from External Systems								
Travel								
Enter PCS Travel Orders								
Enter Travel Orders as Purchase Orders								
AutoCreate								
Enter Autocreate Documents								
Reports								
Review various reports online								
Period End Transactions								
Enter all Transactions Required to Process and Reconcile Period End								
Technical Issues								
Assist with any local technical issues								
Setup								
Maintain approval groups and assignments								
Set up Payment Terms								
Define Items								
Define Line Types								
Update Line Types								
Enter Data								
Change the User Profile Option Value								
Enter Lookup Codes								
Enter Jobs into the System								
Enter Work Choices into the System								